



VACANCY ANNOUNCEMENT

The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.

Title Administrative Analyst 4 [Unclassified]			Salary R29 \$78,796.60 to \$112,372.72	
Posting Number E312-20	Position Number 936602	Number of Positions 1	Posting Period * From: 10/02/2020 To: 10/16/2020	
Location: Public Health Infrastructure, Laboratories, & Emergency Preparedness 369 South Warren St Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION				
<p>Under the general direction of a supervisory official, coordinates LINCS Agency program deliverables with emphasis on ELC COVID-19 responsibilities. Determines whether preparedness and response activities are being carried out efficiently. Provides policy guidance outlining essential steps to maximize response activities at the county level. Analyzes operational problems brought to light through budget studies, requests, and site visits; compiles and interprets data, appraises agency situations, and develops courses of action for the more effective utilization of resources. Provides assignments, instructions and staff supervision to designated subordinates within PHILEP.</p>				
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)				
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Four (4) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.</p>				
IMPORTANT FILING INSTRUCTIONS				
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTPHILEP@doh.nj.gov • Mail the required documents to: Myrna Rivera, Administrative Assistant 2 Public Health Infrastructure Lab. & Emerg. Prepare Reference Posting #E309-20 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>				

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*